



CCNB Membership Requirements and Benefits

Hello 😊! This document was put together to explain the steps to renew or become a CCNB club member. You can also find the CCNB membership requirements and all the benefits you get from your CCNB membership!

Joining the division

To be a member in good standing with CCNB, a club must join/renew their registration to the division by using www.zone4.ca prior to the commencement of the season. If you are a new club and don't have a zone4 account set-up, please see appendix A to set-up your account. If you have any questions, do not hesitate to contact the CCNB office.

Once you are log into your zone4 account, in order to join your Division each year, you must click the « Join a Division » button. This is under the club settings section of your club overview tab as is pictured below. Scroll down to your Division, Cross Country New Brunswick, click « Join », update your club information (Executive, programs offered, insured parties, etc.), read and click on the Division waiver and finally save your information. Full details here: <http://help.zone4.ca/kb/division-settings/>



The screenshot shows the 'Club Overview' page with a 'Club Settings' section. The 'Division Affiliation' field is highlighted with a red circle and contains the text 'Join a Division'. Other options include 'Contact Info', 'Administrators', and 'Bank Accounts'. A 'More...' button is visible in the top right of the settings section. At the bottom, there is a 'Registration Forms' section with a 'Create a Form' button.

Club Events, competitions and activities

Each season, clubs must submit a list of their scheduled club events, competitions & activities as stipulated by Cross Country Canada's Liability insurance provider. This can be done by submitting a hard



copy of your club calendar to the CCNB office or by completing the Event Registration forms (Appendix B). All event must be registered with the CCNB office **at least 30 days** prior to the event. Clubs that wishes to host CCC sanctioned events (Tier I or Tier II) must sent their applications to the CCNB executive director before June 1st for rollerski event and before November 1st for on-snow events.

Membership Fees

Club membership fees will be determined by the number of members in the club. The levy will be \$15.00 per member.

All membership fees must be paid to the Division by **March 31st** of each year. A club shall be considered in good standing if the required forms are registered with CCNB by **December 31st** and the membership fees for the previous season have been paid in full. Clubs not fulfilling these obligations will be notified by the Executive Director that they are not in good standing.



Registering Members

It is highly recommended that club promote the use of the Zone4 online registration system to their members. This will save time to your volunteer and make it an easy process for your club. Zone 4 is a software package that enables a member to register in their club. A member can pay their club fee online and the club will be forwarded the fee at a later date (i.e. usually the following week).

For details and help on creating Club registration page on Zone4, you can refer to the following link: <http://help.zone4.ca/cts/ccm-membership/>. Clubs can also email support@zone4.ca or call 1-888-444-0199 and Zone 4 can walk them through the process. As well, you can contact the CCNB office for assistance at any time, we would be happy to help you out.

ZONE4

Please remember that all members of your club need to be registered with CCNB before March 31st. This includes all your officials and coaches and volunteers working with your Jackrabbits and other club programs/activities. Note that Skill Development Program participants must be members; this means that each family member participating in an SDP program must be registered for insurance purposes. **All member registrations must be completed by March 31st, 2019.**

FOR CLUBS THAT ELECT NOT TO HAVE THEIR MEMBERS REGISTER ONLINE WITH ZONE4:

For Clubs that elect not to have their members register online through the system, it is still mandatory to submit membership information for invoicing, insurance and member reporting purposes manually via Zone4. **All member registrations must be completed by March 31st, 2019.**

1. The following information is required for each member:
 - a. First and Last Name
 - b. Address
 - c. Postal Code
 - d. Birth Date
 - e. Gender
2. As well, each member must sign the "Cross Country Canada Informed Consent and Assumptions of Risk Agreement".

Do not hesitate to contact the CCNB office at 506-395-0020 or by email: nbxcski@gmail.com

The information collected on Zone4 is used to track trends and identify progress and needs at Cross Country Canada and CCNB. For example, they use the data to track retention and coach ratios and to measure gender balance. CCC and CCNB absolutely doesn't share the personal information and doesn't even email newsletters to individuals unless they opt in.

THANK YOU
for joining us!

CCC COACHING LICENSE

In addition to be a member of a club, all coaches coaching for more than 7 hours/year need to sign up for the CCC Coaching License before starting to coach after July 1st, 2018. The CCC Coaching License is necessary to continue benefiting from CCC's liability insurance coverage along other benefits.

Note that if you have recently signed up for the 2017-18 Coach licence you need to sign up again for the 2018-19 licence.

The CCC coaching license is aimed at all active cross country ski coaches in Canada who are coaching at least 7 hours per year with a registered cross country ski club (with their division).

An "active" coach is anyone who performs typical coaching tasks with a registered club, including delivering practices or assisting with delivery of practices, with any age group, for at least 7 hours per year.

Personal information collected is kept private and may only be used for risk management, planning and communication purposes between Cross Country Ski de fond Canada, the coach's club and division.

The license is renewable on a yearly basis, starting June 15th and effective July 1st of each year.

Go to the CCC Coaching License page for more details and registration;

<http://www.ccski.com/Programs/Coaching-Development/CCC-Coaching-License/Registration-for-the-2018-19-CCC-Coaching-License-.aspx?lang=en-CA#.WygKOU1vTmI>

Membership Benefits

As a CCNB member, you have access to a multitude of benefits and support. Make sure you read the list carefully and share with your club members.



Insurance:

- Members of a registered club with CCNB become members of CCNB and CCC and are then covered by CCC's liability insurance. (insurance on CCC web site: <http://www.ccski.com/About/Insurance.aspx>). Among other things, there is a Directors and Officers insurance for club executives. All registered clubs can obtain a Certification of Insurance. Please note, if a club has an insurance question or requires a certificate of insurance, please contact the CCNB Executive Director.

Programs and Workshops for all:

- Clubs affiliated with CCNB are able to avail of CCC programs, such as Youth programs (Bunny Rabbits, Jackrabbits, Track Attack), Racing Rocks programs and activities and all resources relating to the Long Term Athlete Development. These programs are available thru your division office (CCNB);
- Clubs can avail of Jackrabbit and Track Attack material through CCNB office;

- Clubs can avail of programs offered by CCNB:
 - Officiating: officials workshops, technical delegates or technical assistants for events;
 - Coaching: Clubs can get NCCP coach training. Youth programs from learn-to-ski to high performance with the National Coach Certification Program (NCCP) and CCC
- Clubs can avail of CANSI (Canadian Assoc. of Nordic Ski Instructors) courses and give ski lessons. CANSI can also provide ski improvement courses; Adult Ski instruction programs thru NCCP and CANSI

Events for all:

- Clubs can get funding for sport development like the following:
 - Event hosting subsidy for NB Cup (\$500 per race);
 - NB Cup Championship (\$1000 for championship);
 - NB Roller Cup (\$500.00 per race);
 - Youth Tournament (\$1000 for the provincial youth tournament)
- Club members of an affiliated ski clubs can participate in CCNB and CCC sanctioned events, dry land & on- snow events, camps and could be a member of the CCNB Provincial Ski Team.
- Clubs can avail to the competitive event series which include technical guidelines: NB Cups on snow and NB Roller Cups on roller skis
- Clubs can avail to the recreational event series with include a guidelines document: NB Loppet Series
- Clubs can bid for CCC Events in their club and avail of all CCC resource materials.
- Clubs can avail of Zone 4 for online registration for events, timing and online results for events;
- Clubs can avail our Chips timing system for club events (a \$1500 value!);
- Clubs can also get information on Zone4 racing and timing program from your club division.
- Club can get free publicity for their events and programs thru the CCNB Website, Facebook, press releases and emails.
- For NB Cups events, club have the option to buy the exact number of medal for the event (no waste of money for medals that end up not being used 😊).

Voting power, networking, resources:

- Club members are permitted to attend CCNB Annual AGM and Semi-Annual AGM, are able to speak on issues and concerns and have voting power. Clubs can get club members elected to CCNB board. Clubs can bid on CCNB sanctioned events.
- Clubs can network with the other clubs in CCNB. We can share information such as: how to conduct a race or tour, timing information, grooming and equipment, trail development, fund raising, provincial, federal and corporate sponsor grants.
- Clubs can avail of resources and info on web site provided by CCNB and CCC;
- Clubs can avail a national online membership system (Zone 4)
- All organizations are affiliated with a parent group the PSO (Provincial Sports Organization). In our case the parent group is CCNB and we are members of Sport NB.

Other CCNB Benefits:

Travel Program:

- Hampton Inn & Suites by Hilton, Fredericton: Rates per night of \$ 134.00 for a standard room and \$ 154.00 for a suite. All you need to do is to mention that you are a member of Cross Country Ski NB and ask for the "Cross Country Ski NB" rate.



We are a member so you are a member!

By being a member of CCNB, by association, you are also a member of Sport NB and CCC. This makes each of your club member eligible for the following "goodies":



- **Cross Country Canada Membership:**
 - National Rent-a-car and Enterprise Rent-a-car
 - The national car rental companies will provide savings of up to 50% off regular fees on all vehicle rentals to all Cross Country Ski De Fond Canada members. Peak season rates make this especially exciting for CCC members!
 - For details: please see website: <http://www.cccski.com/getmedia/e060bc9d-c869-48de-87c7-f6cf4052584b/Enterprise-CCC-Sponsorship.pdf.aspx>
 - Your CCC membership is paid of on your first rental!!



- JULBO Eyewear for Jackrabbits participants:
 - As CCC's official supplier of Eyewear, JULBO Canada is pleased to offer significant discounts to CCC's Skill Development Programs' participants.
 - Registered SDP participants benefit from a 25% discount on specific JUNIOR models.
 - For more information, please see website: <http://www.cccski.com/Programs/Athlete-Development/Skill-Development-Programs.aspx>
- JULBO Eyewear for Licensed coaches:
 - As CCC's official supplier of Eyewear, JULBO Canada is pleased to offer significant discounts to CCC licensed coaches.
 - CCC Licensed Coaches benefit from a 40% discount on specific ADULT models.

- For more information, please see website:
<http://www.cccski.com/Programs/Coaching-Development/CCC-Coaching-License.aspx>



- **Sport NB Membership:**

- Travel Program and Other Member Benefits
 - Sport NB works to develop partnerships that will benefit all members as well as some event specific opportunities.
 - Sport NB has established some sponsorships for all members. Attached are outlines of how each program works and how you benefit. Our staff are working on developing a more comprehensive Travel Packages for your use but hopefully this will provide you with the details that you need to immediately support our partners.
 - Comfort Inn Hotel in NB : Rooms starting from 99\$ per night
 - Blue Ridge Water : Please see website below for the Blue Ridge Water Offer.
 - Boston Pizza offers great fundraising opportunities for your organization.
 - For all the details, please see website: <http://sportnb.com/en/programs-services/travel-program-and-other-member-benefits>



Your division office contact information :



Cross Country (Ski) New Brunswick inc.

Manon Losier – Executive director

1482 chemin Saulnier Ouest,

Benoit, NB E1X 2A8

Phone : (506)395-0020

Email : nbxcski@gmail.com

Appendix A : Setting-up a zone4 account

Guide for Clubs new to CCC's National Membership System

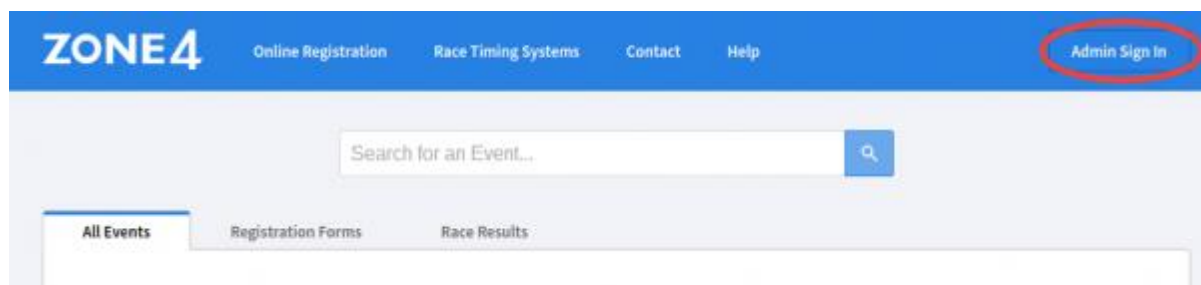
Zone4 and Cross Country Canada (CCC) welcomes you to the new Cross Country Skiing National Membership System

Welcome Cross Country Ski Clubs who are new to Zone4! We hope that the System will help make it easy for Members to register for your Club, and also be helpful to your Administrators in organizing your membership registration. If you need any assistance with using Zone4 and with setting up your Membership Registration, please feel free to contact us at support@zone4.ca or 1-888-444-0199, and we would be happy to help you out.

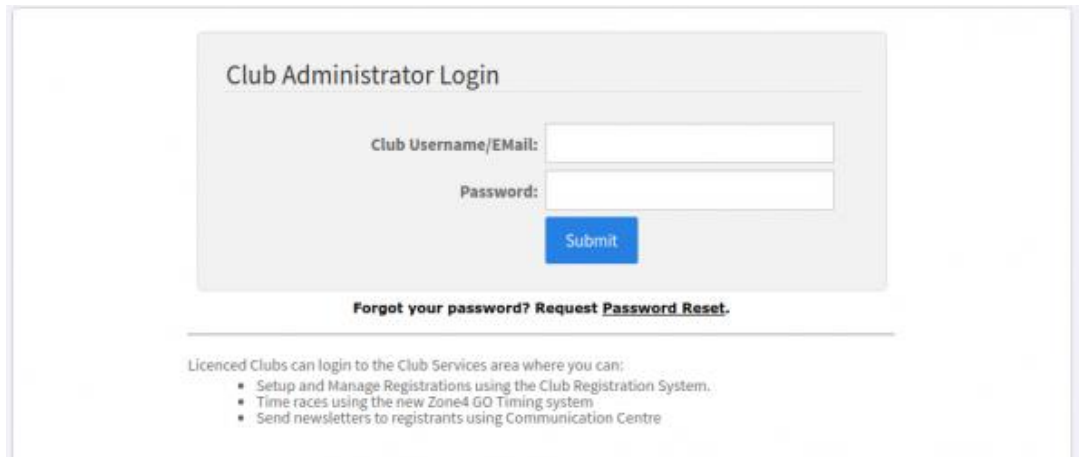
How to Get Started

Most clubs in Canada already have an account, but if your club doesn't have one yet, you must apply for a club account here to get started: <https://zone4.ca/ClubApplication.asp> Zone4 will contact you to review your club's needs and provide any assistance you need in getting going. Zone4 will approve you club account and you will be emailed further setup and login instructions.

Once your Zone4 club account is setup, you can log into your account from the Zone4 homepage at <https://zone4.ca/>. Select the admin sign in button pictured below.



Once there, type in your Club Username/Email and Password to gain access to your Club Account.



The screenshot shows a web form titled "Club Administrator Login". It contains two input fields: "Club Username/EMail:" and "Password:". Below the password field is a blue "Submit" button. Underneath the form, there is a link: "Forgot your password? Request Password Reset." Below this link, there is a section titled "Licenced Clubs can login to the Club Services area where you can:" followed by a bulleted list of three items:

- Setup and Manage Registrations using the Club Registration System.
- Time races using the new Zone4 GO Timing system
- Send newsletters to registrants using Communication Centre

If you have more than one Administrator that you would like to have access to the Club Account, you can add them and give them specific permission for access by using our Club Administrator Multi-User Permission Function. More information about this, and how to set it up go here: <http://help.zone4.ca/kb/permissions/>

Appendix B : Event registration form

Events/competitions must be registered with the Division Office of the hosting Club, a minimum of 30 days in advance of the event/competition. Please complete the following event registration form and forward to the Division office by email or mail

CLUB : _____

SAISON: _____

Name of event/ competition/ activity	Dates	Sanction level (Tier I, Tier II, Division or n/a)	Site address	Insurance certificate required?